



**U.S. DEPARTMENT OF COMMERCE**

**Bureau of the Census**

**Chicago Regional Census Center**

**Recruiting Bulletin**

The U.S. Census Bureau is an Equal Opportunity Employer

Recruiting Bulletin No. 99-2540-132

ISSUE DATE: October 22, 1999

CLOSING DATE: Until sufficient applications are received.

ADMINISTRATIVE ASSISTANT - SALARY \$ 9.50 PER HOUR

Duty Station: Clarksville, IN

Job specification: The position serves as Administrative Assistant, AA, to the Local Census Office Manager. The AA reviews and routes all incoming correspondence as well as controls all documents requiring action by a specific date. The AA receives visitors and telephone calls from a variety of sources and provides general information when appropriate. The AA maintains the supervisor's calendar and schedules appointments and meetings. The AA types a wide variety of materials as well as prepares tabulating reports in final form. The AA will also assist with other office activities of a clerical nature.

QUALIFICATIONS: All candidates must pass the Field Employee Selection Aid - 30 minute written examination and submit an Optional Application for Federal Employment (OF-612) or a resume. **Applicants will need 1 Year General Experience OR 2 Years Education Above High School.**

General Experience is described as: Progressively responsible administrative assistant, clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform administrative assistant duties. You may qualify for a position based on your education, experience, or a combination of both.

For information call the **Clarksville Local Census Office at**

**1-888-325-7733 toll free**